



State of Tennessee Department of Children's Services

**Administrative Policies and Procedures: 18.19-DOE**

---

**Subject: Youth Handbook and Orientation**

supersedes: DYD 17.1

**Approved by:**

**Effective date:** 07/01/1990

**Authority:**

TCA 37-5-106

**ACA Standard:**

3-JCRF-3C-02;

- I. APPLICATION: To all Superintendents, Youth Service Managers, Community Residential Program Supervisors, and Observation and Assessment Center Supervisors, and youth.
- II. POLICY: Each Department of Children's Services operated juvenile facility shall publish a youth handbook and every youth housed at a juvenile facility shall be provided with a youth handbook as part of the orientation process. Further, upon entering a juvenile facility, each youth shall receive an orientation which shall include both written and oral explanations of facility policies, rules and regulations which directly affect the youth's successful completion of their program.
- III. PROCEDURES:
  - A. Each Superintendent, Observation and Assessment Center Supervisor, and Community Residential Program Supervisor shall ensure that youth handbooks are available in printed form. Such handbooks shall reflect current conditions at the juvenile facility, be updated at least annually, and must contain the following:
    1. A statement as to the purpose of the juvenile facility;
    2. A brief description of the programs and services-available to the youth;
    3. A brief description of the activities and privileges available to the youth;
    4. The rules of conduct and possible disciplinary actions.

- B. Each Superintendent, Observation and Assessment Center, and Community Residential Program Supervisor shall designate a staff member(s) who shall be responsible for establishing, implementing, and overseeing the youth orientation process.
1. Orientation shall be completed during the first week following the youth's admission to the juvenile facility. Each youth shall be issued a copy of the youth handbook.
  2. The staff member(s) responsible for orientation shall ensure that the orientation information is presented in a clear, concise manner and is easily understood in the youth's own language. He/she shall also schedule other staff to participate as needed.
- C. Subjects which-must be specifically addressed in the handbook (#14 may be demonstrated or addressed verbally):
1. Conditions of custody, i.e., commitment orders and program placement;
  2. Procedures for obtaining medical and dental services;
  3. Departmental and juvenile facility rules governing youth conduct;
  4. Possible sanctions for rule infractions;
  5. The disciplinary hearing procedures and appeal processes;
  6. The grievance procedure;
  7. The method of obtaining legal counsel;
  8. Methods for contacting monitoring teams, Assistant Commissioner and Commissioner;
  9. Visitation and pass privileges;
  10. Mailing regulations;
  11. Telephone privileges;
  12. Programs available;
  13. Release procedures;
  14. Fire and emergency procedures.
- D. At the completion of each youth's orientation, form CS-0176, *Orientation Document*, shall be completed and placed in the youth's file. The document shall include the name of the facility, the date of completion of orientation, the signature of the staff member(s) conducting orientation, and the youth's signature.

FORMS: CS-0176

**(Note: This Policy Cannot Be Revised Without Prior Permission  
of Chancery Court, Davidson County, Nashville, Tennessee.)**